



GROW YOUR BUSINESS!

Washington, DC
Small Business Development Center Network
DC SBDC

Business Training Calendar
3rd Quarter 2004
July, August, September

Doing Business with Local Government
8(a) Certification
Legal Structures
Risk Management and Insurance Planning
Business Tax Workshop
Strategic Planning
Small Business Loans
Business Plan Development
Marketing Strategies
International Trade
More...



Starting a New Business? See Page 3!

**A U.S. Small Business Administration
Partnership Program**
www.dcsbdc.com

DC SBDC DC Small Business Development Center



The DC SBDC is a Howard University School of Business outreach program, working in partnership with the U.S. Small Business Administration (SBA), local universities, and community organizations to provide free technical assistance and affordable training in all phases of small business development to small, minority-owned, and/or other disadvantaged enterprises. With sound business advice and company specific solutions, the DC SBDC at Howard University and our resource partners help small business owners and those planning to start a business research the market, develop new and innovative products and services, and explore financing options.

lead center

DC SBDC @ Howard University School of Business

2600 Sixth Street, NW, Room 128, Washington, DC 20059

To register for a workshop at DC SBDC at Howard University, call: 202.806.1550

service centers

- **DC SBDC @ Anacostia Economic Development Corporation (AEDC)**
2021 Martin Luther King, Jr. Avenue, SE, Washington, DC 20020
To register for a workshop at DC SBDC at AEDC, call: 202.889.5090
- **DC SBDC @ Center for Urban Progress (CUP)**
2000 14th Street, NW, Suite 330 North, Washington, DC 20009
To register for a workshop at DC SBDC at CUP, call: 202.671.2828
- **DC SBDC @ University of the District of Columbia (UDC)**
4340 Connecticut Avenue, NW, Suite 507B Washington, DC 20008
To register for a workshop at DC SBDC at UDC call: 202.274.7030
- **EPA/HU Outreach Center**
1200 Pennsylvania Avenue, NW, Ariel Rios Building (1230A), Washington, DC 20460
To register for a workshop at EPA/HU Outreach Center, call: 202.564.4584



EPA

Note: Classes may be cancelled without notice. **Please RSVP to ensure notification.**

DISCLAIMER

The Washington, DC Small Business Development Center Network (DC SBDC) is a partnership of the Small Business Administration and Howard University School of Business under the cooperative agreement no #4-603001-Z-0009-24. The DC SBDC is a resource of the SBA's Business Development program. For further information regarding the DC SBDC, SBA, or other small business programs, the DC SBDC may be contacted at Howard University School of Business, 2600 6th Street, NW, Washington, DC 20059 or (202) 806-1550. The support given by the US Small Business Administration through such funding does not constitute an expressed or implied endorsement of the co-sponsor(s) or participants' opinions, products or services. All DC SBDC programs are offered to the public on a non-discriminatory basis. Programs of the DC SBDC are handicap accessible. Programs of the DC SBDC may be cancelled at any time.

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Start a New Business! **startup business training**

To register for a startup business workshop, call 202.806.1550 or email trainingdcs@howard.edu

How to Write a Business Plan

Participants will learn how to convert their ideas into a written business plan. They will also learn the importance of a business plan and its components and how to use resources to find information that is essential to the plan. The workshop will provide information on sources for industry and customer information, developing a financial proposal, and using the business plan to manage your business.

Cost: FREE

First Thursday of the Month, **1pm - 3pm (alternating locations)**

--YOU ONLY HAVE TO ATTEND ONE WORKSHOP--

July 1, September 2: DC Department of Employment Services Business Resource Center, 64 New York Avenue, NE, Training Room 3066, Washington, DC 20002

August 5: Enhanced Business Information Center, Martin Luther King, Jr. Memorial Library, 901 G Street, NW, A Level Video Conference Center, Washington, DC 20001

Getting Started in Business in the District of Columbia

This three-hour workshop will cover the basic elements that one must consider in starting a business including implementing a business idea, business feasibility, business formation, licensing requirements, funding options and more. **It is recommended as a prerequisite to obtaining individualized assistance from a DC SBDC counselor in setting up a new business.**

Cost: FREE

First Tuesday of the Month (alternating locations)

--YOU ONLY HAVE TO ATTEND ONE WORKSHOP--

August 3, 9am - 12pm: DC Department of Employment Services Business Resource Center, 64 New York Avenue, NE, Training Room 3066, Washington, DC 20002

July 6, September 7, 10am - 1pm: Enhanced Business Information Center, Martin Luther King, Jr. Memorial Library 901 G Street, NW, A Level Video Conference Center, Washington, DC 20001

Basic Recordkeeping and Accounting for Startups

Participants will learn how to organize and properly manage their basic accounting needs. The workshop will provide information on determining what types of financial records to keep and understanding the basic concepts of accounting.

Cost: \$15

Fourth Thursday of the Month, **9am - 11am**

--YOU ONLY HAVE TO ATTEND ONE WORKSHOP--

July 22, August 26, September 23: DC Department of Employment Services Business Resource Center, 64 New York Ave, NE Training Room 3066, Washington, DC 20002

Note: Classes may be cancelled without notice. Please RSVP to ensure notification.

See Page 2 for registration information

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Grow Your Business! business development training

August

Wednesday, August 4

International Trade: Credit Programs for US Exporters

Learn about financial assistance available for your export business.

DC SBDC at UDC

Time: 9am - 11am

Location: DC SBDC at UDC, School of Business & Public Administration
4340 Connecticut Ave, NW, Room 507
Washington, DC 20008

Cost: FREE

Presenters: Small Business Administration (SBA) and the Export-Import Bank

Thursday, August 12

Online Marketing for Small Business

Hands-on workshop - Give your business the competitive edge! Learn how to compete in today's world of cyber marketing.

DC SBDC at UDC

Time: 9:30 am - 12 noon

Location: DC SBDC at UDC, School of Business & Public Administration
4340 Connecticut Ave, NW, Room 401
Washington, DC 20008

Cost: \$10

Presenter: Tonya Archer, Computer Training Center

Tuesday, August 10

SBA 8(a) Certification Eligibility Briefing

Hear about the benefits of the SBA 8(a) Certification Program for federal procurement and the requirements for eligibility.

DC SBDC at UDC

Time: 10 am - 12 noon

Location: DC SBDC at UDC, School of Business & Public Administration
4340 Connecticut Ave, NW, Room 513
Washington, DC 20008

Cost: FREE

Presenter: Loretta Taylor, Lead Business Opportunity Specialist, SBA

Tuesday, August 10

How to Jumpstart Your Sales

Discover practical ways to get more customers *and sales* faster!

DC SBDC at AEDC

Time: 2pm - 4pm

Location: DC SBDC at AEDC
2021 Martin Luther King Jr. Avenue, SE
Washington, DC 20020

Cost: FREE

Presenter: Jacob Adams, Management Consultant

Note: Classes may be cancelled without notice. **Please RSVP to ensure notification.**
See Page 2 for registration information

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August

Thursday, August 12

Marketing on a Shoestring Budget

Developing an efficient & effective marketing plan
DC SBDC at CUP

Time: 10am – 12pm

Location: DC SBDC at CUP
Frank Reeves Municipal Center
2000 14th Street, NW, Suite 330 North
Washington, DC 20009

Cost: \$15

Thursday, August 19

SBA's 504 Loan Program

Learn how your growing business can secure financing for fixed asset projects such as purchasing land, buying existing buildings, the construction of new facilities, and more.
DC SBDC at Howard University

Time: 10am – 12pm

Location: U.S. Small Business Administration's
Washington District Office
1110 Vermont Avenue, NW
9th Floor
Washington, DC 20005

Cost: FREE

Presenter: Virginia Asset Financing Corporation

Tuesday, August 24

Tax Planning for Small Businesses

Discover tax-saving strategies and tips for handling business expenditures
DC SBDC at Howard University

Time: 9am – 12pm

Location: SunTrust Bank
1445 New York Avenue, NW
1st Floor
Washington, DC 20005

Cost: \$15

Wednesday, August 25

Money to Grow Your Business!

Learn how to access funding through SBA's primary loan program for qualified small businesses
DC SBDC at Howard University

Time: 1pm – 3pm

Location: U.S. Small Business Administration's
Washington District Office
1110 Vermont Avenue, NW
9th Floor
Washington, DC 20005

Cost: FREE

Training Topics

Need financing to grow your business? Want to learn more about small business taxes and accounting? Check out the workshops offered by the **DC SBDC at Howard University!**

Need to drive more customers to your business? Check out the marketing and sales workshops offered by the **DC SBDC at AEDC!**

Want to develop a sound management plan for the future of your business? Check out the workshops offered by the **DC SBDC at CUP!**

Want to sell your goods or services to local or federal government? Want to learn more about accessing global markets? Need assistance with small business legal issues? Check out the workshops offered by the **DC SBDC at UDC!**

Note: Classes may be cancelled without notice. **Please RSVP to ensure notification.**
See Page 2 for registration information

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September

Tuesday, September 14

Business Registration & Licenses

How to register a business in the District of Columbia
DC SBDC at CUP

Time: 10am – 12pm
Location: DC SBDC at CUP
Frank Reeves Municipal Center
2000 14th Street, NW, Suite 330 North
Washington, DC 20009
Cost: FREE

Tuesday, September 14

Networking Strategies: Tools for Successful Self-Marketing

Discover proven, proactive strategies for increasing your
business' visibility and *profitability*
DC SBDC at AEDC

Time: 2pm - 4pm
Location: DC SBDC at AEDC
2021 Martin Luther King Jr. Avenue, SE
Washington, DC 20020
Cost: FREE
Presenter: Che Brown, Coachche

Monday, September 20

Surety Bonds for Small Contractors

The U.S. Small Business Administration (SBA) can guarantee
bonds for contracts up to \$2 million, covering bid,
performance and payment bonds for small and emerging
contractors. Learn how to qualify for this program!
DC SBDC at Howard University

Time: 1pm – 3pm
Location: U.S. Small Business Administration's
Washington District Office
1110 Vermont Avenue, NW
9th Floor
Washington, DC 20005
Cost: FREE

Wednesday, September 22

Business Ethics and Customer Relations

Learn how to make your business grow utilizing business
ethics, customer respect, and quality control.

DC SBDC at UDC
Time: 2:00 – 4:00 pm
Location: DC SBDC at UDC, School of Business & Public
Administration
4340 Connecticut Ave, NW, Room 507
Washington, DC 20008
Cost: FREE
Presenter: Marva Peace-Jackson, Esq.

Friday, September 24

Small Business Legal Clinic

Meet with attorneys at an advice and referral clinic to get
information on compliance with tax laws, levels of taxation for
different business entities, and general tax planning.

DC SBDC at AEDC
Time: 2pm - 4pm
Location: DC SBDC at AEDC
2021 Martin Luther King Jr. Avenue, SE
Washington, DC 20020
Cost: FREE

Visit Our Website at www.dcsbdc.com to learn more about:

FREE small business counseling services

DC SBDC client success stories

Federal and local government resources for small
businesses

And More!

The Washington, DC Small Business Development Center Network
2600 Sixth Street, NW, Room 128
Washington, DC 20059

